

**Michigan Senate**  
***Senator Kahn***

**POSITION POSTING**

**Internship Opportunity**

**Summary Position Description:** This individual will provide assistance to senate staff ranging in the areas of legislation, communications, constituent affairs, and general office management. Some responsibilities will include: answering phones, monitoring and filing legislation, written correspondence to groups and individuals within Lansing and district, and research.

**Qualifications:** Related office experience and a High School Diploma are required. Excellent telephone, written communication skills, and a positive attitude preferred. Legislative experience and a basic understanding of computer office programs are helpful.

**Status:** Hours are negotiable. This is an unpaid position.

This is a non-civil service, at-will position.

**Please send resume to:**

Senator Kahn  
Attn: Holly Fountain  
Capitol Building 324  
PO Box 30036  
Lansing, MI 48909  
Fax: (517) 373-3487  
Email: [hffountain@senate.michigan.gov](mailto:hffountain@senate.michigan.gov)

The Michigan State Senate considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, height, weight, disability, marital status, or any other legally protected status. If you are a person with a qualified disability, you may request any needed reasonable accommodation to participate in the application, testing, and/or interview process by contacting the Senate ADA Coordinator at 373-5560 or TDD 373-0543.